

## MATURE DRIVER IMPROVEMENT COURSE COMPLETION CERTIFICATE COSTING

The following costing is for a Mature Driver Completion Certificate (Form OL 1001). The costing includes the actual personnel costs, associated staff benefits, and mailing cost for issuance of one (1) form.

| PERSONNEL COSTS          |               |              |                            |
|--------------------------|---------------|--------------|----------------------------|
| Classification           | Total Minutes | Salary Range | Expenditure: 1 Certificate |
| Control Cashier II       | 10            | \$3,395.50   | \$0.32                     |
| Motor Vehicle Technician | 5             | \$2,829.50   | \$0.13                     |
| Office Assistant         | 4             | \$2,422.00   | \$0.09                     |
| Sub-Total:               |               |              | <b>\$0.54</b>              |

| TOTAL COST TO ISSUE ONE (1) CERTIFICATE |                |               |               |
|---|----------------|---------------|---------------|
| Personnel Costs                         | Staff Benefits | Shipping      | Total         |
| <b>\$0.54</b>                           | <b>\$0.24</b>  | <b>\$0.06</b> | <b>\$0.84</b> |

Government Code Section 16302.2 provides that "Upon approval of the Director of Finance, any state agency with respect to any amount required to be shown on any form prescribed by the agency, or any amount of credit or refund, or any amount to be collected as a deficiency or underpayment of any tax, penalty, interest, license or other fee, or any other payment, may provide by regulation for the disregard of the fractional part of a dollar, unless it amounts to fifty cents (\$0.50) or more, in which case it shall be increased to one dollar (\$1)." Therefore, the certification certificate and the commensurate fee collected for each certificate is one dollar.

See note on Summary of Annual Collection and Costs.